

# Post-Event Checklist

The hard part is over, but there's still some work to do. Use these tips to make sure all participants have what they need once your event ends.

### AFTER THE EVENT

- Debrief with the speakers to determine what went well and what could be improved.
- A recording, Q&A transcript, chat transcript, and participant roster will be automatically emailed to the event organizer.
- View the recording and share the link with appropriate participants.
- Review attendee comments and follow up as needed.
- Visit [BlueJeans Command Center](#) to review event statistics and gain valuable insights.
- For more information, attend our [live event training](#) and watch our [events training videos](#).  
Need help moderating your event? The BlueJeans support team is here to assist you.

**Fill out this form** to schedule time with one of our experts who will help guarantee that your event is spectacular!